



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director

June 27, 2005

MEMORANDUM

TO: LME Directors

FROM: Mike Moseley

A handwritten signature in black ink, appearing to be "Mike Moseley".

RE: 2004-2005 Performance Contract Annual Proximity Report Guidelines
and LME 2000 Census Population by Zip Code

As you are aware, the SFY05 Performance Contract requires LMEs to submit an annual proximity report to document that they have met the geographic access performance requirement in section 1.4.1. of Attachment III to the contract. The attached guidelines are intended to assist in the preparation of the report, which is due July 29, 2005.

Also attached is the listing of population by zip code that the contract requires DHHS to provide to the LMEs. LMEs that have full provider coverage of their catchment area for all five basic services covered in the proximity standard in 1.4.1. will not need this information. LMEs that do not have full provider coverage will need to calculate the percentage of population that is covered within its geographic access travel standard when preparing the report.

A copy of both documents may be found on the Division's website at the following address:

<http://www.dhhs.state.nc.us/mhddsas/manuals/index.htm>

Please refer any questions to the Quality Management Team at (919) 733-0696 or ContactDMHQuality@ncmail.net.

MM/ms

2 Enclosures

cc: Secretary Carmen Hooker Odom
Executive Leadership Team
Management Leadership Team
State Facility Directors
Carol Duncan Clayton
Patrice Roesler
MH Commission Chair
Coalition 2001 Chair
SCFAC Chair
LME QI Directors
LME Provider Relations Directors

